

Personnel Requirements - Child-Placing Agency

This document is intended to be used as a tool to help child placing agency licensees ensure compliance with the personnel requirements of the child placing agency rule. Note: This document does not include all the rules. Read DCF 54 Child-Placing Agencies carefully to ensure compliance with all of the rules.

EXECUTIVE / ADMINISTRATOR

Possess knowledge of child welfare services and administration skill and leadership. 54.03(2)(b)1.a.
Documentation of college graduation with 15 graduate credits in social sciences. 54.03(2)(b)1.b.
Documentation of at least 2 years experience in an administrative or supervisory capacity. 54.03(2)(b)1.c.

DIRECTOR OF SOCIAL SERVICES (IF EMPLOYED)

Documentation of master's degree from accredited school of social work. 54.03(2)(c)1.
Documentation of 2 years post master's degree social work experience in a supervisory capacity including experience in family or child welfare. 54.03(2)(c)1.

CASEWORK SUPERVISOR

Documentation of master's degree in social work or its equivalent and 2 years supervised experience in family or child welfare. 54.03(2)(c)2.
If placing children in boarding (foster) care: Documentation of one year of experience in study, licensing, placement and supervision of foster care. 54.04(1)(f)1.
If accepting children under guardianship and placing children for adoption under s. 48.43 (1), s. 48.61 (5) and s. 48.70 (4): One year's experience in study, placement and post-placement services in an agency authorized to place children for adoption. 54.04(1)(g)2.

ADVANCED SOCIAL WORKER

Note the qualifications below for case manager for agencies which provide case management to Level 3-5 foster homes.

At least 50% of Social Workers must be in the Advanced Social Worker Category by having one of the following qualifications. 54.03(2)(c)3.

- a. Master's degree in social work **or**
- b. One year social work graduate work or its equivalent, and 2 years supervised experience in family or child welfare; **or**
- c. College graduation and 3 years supervised experience in family or child welfare with 12 social work graduate credits plus approved in-service training.

COLLEGE GRADUATES

Note the qualifications for case manager for agencies which provide case management to Level 3-5 foster homes.

College graduates may be employed who do not have the above training and experience. They shall have a minimum of 15 hours in the social sciences, and within 2 years of employment have completed an approved in-service training program. 54.03(2)(c)4.

SOCIAL WORK ASSISTANT

Employees shall have professional social worker supervision and **may not** assume the responsibilities and duties assigned to a social worker. 54.03(2)(c)5.

VOLUNTEERS

If volunteers are used, the agency shall assign an appropriate staff member to evaluate and supervise them and to develop a plan for their orientation, training and use. 54.03(2)(e)

SUPERVISING AGENCY CASEWORKER FOR LEVEL 3 TO 5 FOSTER HOMES

A caseworker shall have all of the following qualifications to perform the responsibilities under sub. (3) for a child with a level of need of 3 or higher in the agency's care who is placed in a foster home with a Level 3 to 5 certification:

(a) One of the following:

1. A master's degree or higher in a social work or related field.
2. A bachelor's degree and a minimum of 2 years of post degree experience in a social work related field.

(b) Licensed or certified under ch. 457, Stats., and ch. MPSW 3, 6, 11, 12, or 17. DCF 56.15(2)

***** No staff may be titled Social Worker if they do not have a license or certificate from the Wisconsin Department of Safety and Professional Services.**

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